

City of Boston
Assessing Department

Personal Property
Online Filing
Fiscal Year 2015

Every business in the City of Boston is required by MA State Law to file a
Form of List/State Tax Form 2 annually by March 1.
All taxable personal property owned, held, or leased should be listed.
(M.G.L. Chapter 59, Section 29)

This PowerPoint presentation is a guide
to assist the taxpayer to file his or her
Business Personal Property
Form of List (FOL)
online.

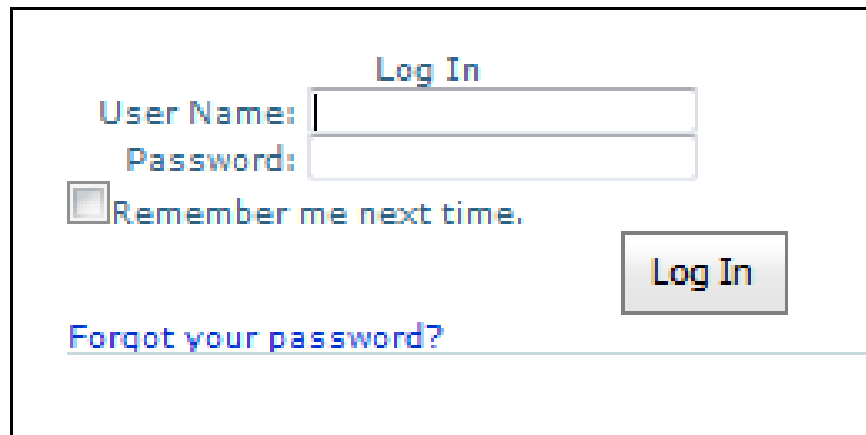
Table of Contents

How to log in to your account	4
Setting up the Profile: New Users	5-8
Previously filed but need to change the password	9
Forgot Your Password	10-13
Affirmation of accuracy of submission	14
Edit mode for first page/screen	15
Understanding the second page/screen	19-21
Asset Entry: third page/screen	22
Downloading the Excel File	23-24
Editing the Excel File	25-27
Uploading the Excel File	28-31
Using the Grid - Manually entering individual assets	32-35
Editing Assets	36-41
Filtering Assets	42-44
Saving the list of assets	45-46
Submission	48
Filing an Amended Return	49-50

The Log In

User Name: Your User Name is **always** your six digit Business ID/AKA Account Number.

Password: A temporary password will be issued to you. Upon your first log in, you will be directed to create a password of your own choosing.



A screenshot of a web-based login form. At the top center is the text "Log In". Below it are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. To the left of the password box is a checkbox with the label "Remember me next time." To the right of the password box is a "Log In" button. Below the password box is a blue hyperlink that reads "Forgot your password?". The entire form is enclosed in a black rectangular border.

New filers are required to change their password upon first log in.
This is done in the [Profile](#) Screen.

The screenshot shows the 'Personal Property Online' profile management interface. It includes a greeting 'Hello 000000', links for 'Edit Profile' and 'Logout', and sections for changing the password and email address. Three callouts are present: 'One' points to the greeting, 'Two' points to the 'Edit Profile' link, and 'Three' points to the 'Logout' link.

Personal Property Online

One → Hello 000000
Edit Profile
Logout ← Two

Change Your Password

User Name: 000000

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change Password

Change your email address

Email address: taxpayer123@gmail.com

Confirm Email address:

Change Email

Continue

Three →

One: Greeting to the user followed by User Name/Account Number.

Two: Edit Profile: at any time while logged in you may enter this page to edit your profile.

Three: At any time you may log out; all edits will be saved for your next session.

Personal Property Online

Hello 000000
[Edit Profile](#)
[Logout](#)

Change Your Password

User Name:

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change your email address

Email address:

Confirm Email address:

The light blue horizontal line separates two functions on this page: changing your password and/or changing your email address.

The **Continue** button can be used for either function

Upon entering the website for the first time, you will set up your **Profile**: creating a new password and entering an email address. The email address is needed to send you a new password if forgotten, and to send you confirmation of your submission.

The screenshot shows a web form titled "Personal Property Online". In the top right corner, it says "Hello 000000" with links for "Edit Profile" and "Logout". The form is divided into two main sections. The first section, "Change Your Password", contains fields for "User Name:" (with the value "000000"), "Current Password:", "New Password:", and "Confirm New Password:". A note below these fields states "Please enter a password at least 6 characters long." An orange bracket on the right side of the form, labeled "Section One", encompasses the "New Password:" and "Confirm New Password:" fields. Below this section is a "Change Password" button. The second section, "Change your email address", contains fields for "Email address:" (with the value "taxpayer123@gmail.com") and "Confirm Email address:". Below these fields are "Change Email" and "Continue" buttons.

Section One: New password: your current password is the six digit number from your letter.

1. Create a new password using at least six digits.
2. Confirm by entering the new password a second time.
3. Click **Change Password**.
4. Click **Continue**

Section Two: Creating the email address:

1. Enter the designated email address in each field
2. Click **Change Email**.

Personal Property Online

Hello 000000
[Edit Profile](#)
[Logout](#)

Change Your Password

User Name: 000000

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change your email address

Email address: taxpayer123@gmail.com

Confirm Email address:

Section Two

Continue

If your company has previous filed online and the email address has changed, proceed to **Section Two** and enter the new address, click **Continue**.

The screenshot displays a web form titled "Personal Property Online". In the top right corner, it says "Hello 000000" with links for "Edit Profile" and "Logout". The first section, "Change Your Password", includes input fields for "User Name" (pre-filled with "000000"), "Current Password", "New Password", and "Confirm New Password". A note specifies "Please enter a password at least 6 characters long." A "Change Password" button is located below this section. The second section, "Change your email address", has input fields for "Email address" (pre-filled with "taxpayer123@gmail.com") and "Confirm Email address". Below these are "Change Email" and "Continue" buttons. An orange bracket on the right side of the email section points to a box labeled "Section Two".

Personal Property Online

Hello 000000
[Edit Profile](#)
[Logout](#)

Change Your Password

User Name: 000000

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change Password

Change your email address

Email address: taxpayer123@gmail.com

Confirm Email address:

Change Email

Continue

Section Two

It is important you remember your password.

If you forget your password,
click the **Forgot Your Password?** option.



Log In

User Name : 000000

Password : ••••••

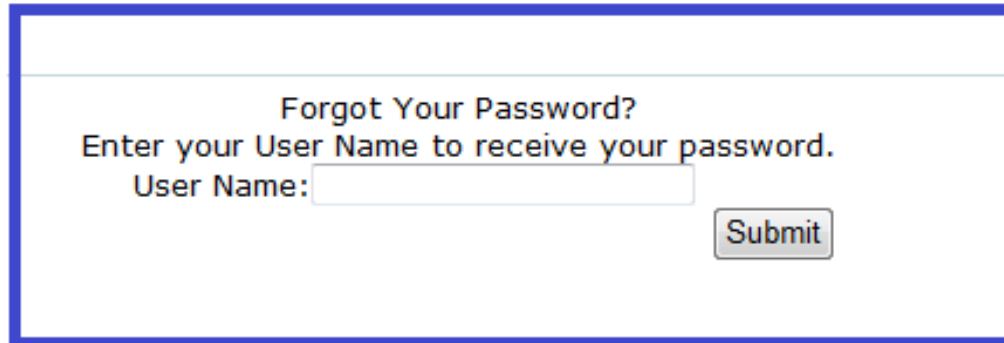
☒ Remember me next time.

Create New Account

[Forgot your password?](#)

Log In

You will be directed to the following prompt, enter
your User Name (Business ID/AKA Account Number)
Click **Submit**.



A screenshot of a web form titled "Forgot Your Password?". The form is enclosed in a blue border. It contains the following text: "Forgot Your Password?", "Enter your User Name to receive your password.", and "User Name:". Below the text "User Name:" is a white rectangular input field. To the right of the input field is a grey button with the word "Submit" in black text.

Forgot Your Password?
Enter your User Name to receive your password.
User Name:

Once the email address has been submitted, click **Continue**.
You will receive an email with the following information:



Some of the temporary passwords will have many different characters.
It is best to copy and paste the new temporary password.

Section One: enter the temporary password into the **Current Password** field; enter your new password in the **New Password** field; and re-enter that new password in the **Confirm New Password** field. Click **Change Password**.

Personal Property Online

Hello 000000
[Edit Profile](#)
[Logout](#)

Change Your Password

User Name: 000000

Current Password:

New Password:

Please enter a password at least 6 characters long.

Confirm New Password:

Change your email address

Email address: taxpayer123@gmail.com

Confirm Email address:

Section One

Click **Continue**

Affirmation of accuracy of submission

City of Boston Online Filing of Personal Property

MASSACHUSETTS STATE TAX FORM 2 - FORM OF LIST
Return of personal property subject to taxation
General Laws Chapter 59, § 29

PERSONAL PROPERTY SCHEDULES NOT OPEN TO PUBLIC INSPECTION
(See General Laws Chapter 59, § 32)

The information to be filed in this online submission includes all taxable personal property owned or held by this entity on January 1 (except, if applicable, property that must be listed on another local or central valuation property return) and to the best of my knowledge and belief, it and all accompanying schedules and statements are true, correct and complete.

AGREE

DECLINE

Click **AGREE** to continue.

Clicking **DECLINE** will direct you back to the log in page.

The first page/screen is where you will verify all information.
To add or change your information you must click **EDIT** to the left.

Hello 000000
[Edit Profile](#)
[Logout](#)

Account Number: 000000

[Edit](#) Edit to add or change your information.

Tax Payer Information

Owner's Name: J
Business Name: J
Business Address: 41 Market
BRIGHTON, MA 02135
Business Phone:
Mailing Address: 41 Market St
Brighton, MA 02135
Email Address:

FID Number:

Indicate Status

☐ Individual
☐ Partnership
☐ Association
☐ Limited Liability Company

☐ If any of above, or other non-corporate entity, treated as corporation for federal income tax (a) by default rules, or (b) by election form, check here.
Effective date: . Attach federal election form 8832. [Upload on next page.](#)
☐ if entity filing federally as a corporation is classified as a manufacturer by Commissioner of Revenue.
[To be classified as a manufacturer, an application must be made to the Commissioner on or before January 31 on form 355Q. G.L. c. 63, §§ 38C & 42B; c. 58, § 2; c. 59, § 5(16)(5) and 830 C.M.R. 58.2.1]
☐ if entity filing federally as a corporation is classified as a manufacturer by Commissioner of Revenue.

☐ Corporation
☐ if corporation classified as a manufacturer by Commissioner of Revenue.
☐ if an insurance company filing premium excise return 63-20P or 63-23P (G.L. c. 63, §§ 20 & 23).
☐ if a financial institution filing financial institution excise return 63 FI (G.L. c. 63, §§ 1 & 2)
☐ if a utility corporation filing public service corporation franchise tax return PS1 (G.L. c. 63, §52A)

☐ Executor
☐ Other

Nature of Business	State of formation	Date of formation
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next

The following four areas are required to better understand your business.

Indicate Status:

Choosing a status will determine how you are assessed; Individual, Partnership Association, a Limited Liability Company (LLC), Corporation, Executor or Other.

Nature of Business:

In your own words what type of business: i.e. Coffee House, Retail of Women's Clothing, Salon/Barber Shop, Marketing, Engineering, Law Offices, Rooming House, Dentist, etc.

State of Formation:

This is the two digit postal code for the state your company was created, i.e. MA for Massachusetts; DE for Delaware, WA for Washington, etc.

Date of Formation:

Should follow – mm/dd/yyyy. If the you are uncertain of the actual date but know it's in 2001, enter 01/01/2001

This is the Edit mode for the first page/screen.

Account Number: 04729 Hello 95
Edit Profile
Logout

Tax Payer Information

Owner's First Name:				FID Number:	
Owner's Last Name:					
Business Name:					
Business Address:	416				
Business Address2:					
City:	BRIGHTON	State:	Massachusetts	Zip:	02135
Business Phone:					
Mailing Address:					
Mailing Address2:					
City:	Brighton	State:	Massachusetts	Zip:	02135
Email Address:					

Indicate Status

☐ Individual
☐ Partnership
☐ Association
☐ Limited Liability Company

☐ If any of above, or other non-corporate entity, treated as corporation for federal income tax (a) by default rules, or (b) by election form, check here.
Effective date: MM/dd/yyyy . Attach federal election form 8832.
☐ If entity filing federally as a corporation is classified as a manufacturer by Commissioner of Revenue.
[To be classified as a manufacturer, an application must be made to the Commissioner on or before January 31 on form 355Q, G.L.
☐ If entity filing federally as a corporation files Massachusetts return 63-20P, 63-23P, 63F1 or PS1. (see below)

☐ Corporation

☐ If corporation classified as a manufacturer by Commissioner of Revenue.
☐ If an insurance company filing premium excise return 63-20P or 63-23P (G.L. c. 63, §§ 20 & 23).
☐ If a financial institution filing financial institution excise return 63 F1 (G.L. c. 63, §§ 1 & 2)
☐ If a utility corporation filing public service corporation franchise tax return PS1 (G.L. c. 63, §52A)

☐ Executor

Nature of Business	State of formation	Date of formation
	US Post Office abbreviation	MM/dd/yyyy

[Update](#) [Cancel](#) Update to save changes. Next

Once all the information has been entered click **Update** then **Next**.

Second Page/Screen

Account Number: 04729
[Edit](#) Edit to add or change your information

Hello 04729
[Edit Profile](#)
[Logout](#)

Filer Information

Filer Name:
Filer Title:
Years in Business: 0
(From Profile) Email Address: personalpropertytolls@gmail.com
Fax Number:

☐ Check to use prior page Tax Payer Info

Business Information

Number of Employees: 0
Number of Vehicles: 0
Seating Capacity (Restaurants Only): 0
Square Footage Used: 0
Number Of Business Locations:

Number of Personal Computers (offices only): 0
Number Of Guest Rooms (for hotels, rooming houses, etc): 0
Square Footage of Area Occupied by Business: 0

Please provide addresses for all locations in the space below:

Business sold, closed or moved out of Boston

NOTE: If your business sold, closed or moved out of Boston before January 1, please enter the date in the appropriate box as well as provide supporting documentation via the upload feature below.

Date Sold:

Date Closed:

Date Moved:

For non-asset document uploads only.
Maximum file size: 4Mb, PDF only.
For example, Form 8832, leases, exemption documentation, proof of business closure, etc.
For assets upload see next page.

Browse...

Browse...

Browse...

Browse...

Upload

Uploaded files

Uploaded Documents

Date

No data to display

Request for automatic 30 day extension

Returns must be filed by March 01. An automatic extension of 30 days will be granted if requested by March 01

Click here if you wish an automatic 30 day extension ☐

If requested, your return will be due on April 01

Back

Next

Below is the first half of the 2nd screen/page.
The filer information is the actual person whom is entering this information.
If we have any questions we need to contact the actual filer.

The blue [Edit](#) link to the left

Account Number: 04729
[Edit](#) Edit to add or change your information

Filer Information

Filer Name:
Filer Title:
Years in Business: 0
(From Profile) Email Address: personalpropertytols@gmail.com
Fax Number:

☐ Check to use prior page Tax Payer Info

Business Information

Number of Employees: 0
Number of Vehicles: 0
Seating Capacity (Restaurants Only): 0
Square Footage Used: 0
Number Of Business Locations:

Number of Personal Computers (offices only): 0
Number Of Guest Rooms (for hotels, rooming houses, etc): 0
Square Footage of Area Occupied by Business: 0

Please provide addresses for all locations in the space below:

Business sold, closed or moved out of Boston

NOTE: If your business sold, closed or moved out of Boston before January 1, please enter the date in the appropriate box as well as provide supporting documentation via the upload feature below.

Date Sold: Date Closed: Date Moved:

Business Information:

If any of the information does not apply to your company leave it blank.

Business sold, closed or moved out of Boston:

Please fill out the appropriate field and continue or submit.

Below is the second half of the 2nd screen/page.

This area is for uploading the following documents via PDF:

1. Leasing for any and all assets.
2. Federal Tax form 8832
3. Exemption status documents.

The screenshot shows a web form with the following sections:

- For non-asset document uploads only.**
Maximum file size: 4Mb, PDF only.
For example, Form 8832, leases, exemption documentation, proof of business closure, etc.
For assets upload see next page.
- Four empty text input fields, each with a "Browse..." button to its right.
- An "Upload" button.
- An "Uploaded files" section containing a table:

Uploaded Documents	Date
No data to display	
- Request for automatic 30 day extension**
Returns must be filed by March 01. An automatic extension of 30 days will be granted if requested by March 01
- Text: "Click here if you wish an automatic 30 day extension" followed by an unchecked checkbox.
- Text: "If requested, your return will be due on April 01"
- "Back" button at the bottom left and "Next" button at the bottom right.

A purple bracket on the right side of the form groups the four "Browse..." buttons and the "Uploaded files" table. A purple callout box points to this bracket with the text: "You don't need to be in edit mode to upload documents". A red arrow points to the checkbox for the 30-day extension.

If your company requires additional time click the 30 day extension box and an email will be sent to the filer stating an extension has been granted.

Hello 047295
[Edit Profile](#)
[Logout](#)

Edit Mode

Account Number: 047295
Filer Information
Filer Name:
Filer Title:
Years in Business:
(From Profile) Email Address:
Fax Number:
☐ Check to user prior page Tax Payer Info

Business Information
Number of Employees:
Number of Vehicles:
Seating Capacity (Restaurants Only):
Square Footage Used:
Number Of Business Locations:
Number of Personal Computers (offices only):
Number Of Guest Rooms (for hotels, rooming houses, etc):
Square Footage of Area Occupied by Business:
Please provide addresses for all locations in the space below:

Business sold, closed or moved out of Boston
NOTE: If your business sold, closed or moved out of Boston before January 1, please enter the date in the appropriate box as well as provide supporting documentation via the upload feature below.
Date Sold:
Date Closed:
Date Moved:

[Update](#) [Cancel](#) Update to save the changes.

For non-asset document uploads only.
Maximum file size: 4MB, PDF only.
For example, Form 8832, leases, exemption documentation, proof of business closure, etc.
For assets upload see next page.

Upload

Uploaded Documents	Date
No data to display	

Request for automatic 30 day extension
Returns must be filed by February 28. An automatic extension of 30 days will be granted if requested by February 28.
Click here if you wish an automatic 30 day extension ☐
If requested, your return will be due on March 31

Once all the information has been entered click **Update** and then click **Next**.

The third page/screen: Asset Entry

Assets are to be entered onto one page.

Hello 047295
[Edit Profile](#)
[Logout](#)

Account Number: 047295
Asset Reporting

You can either download a formatted spreadsheet to enter your assets, or you may enter assets individually below. If you choose the upload option, Excel 2007, or newer, or Open Office is required. Once your assets have been entered and the spreadsheet saved, you can import it to your return using the following upload. [Click here for Instructions and General Information.](#) Once successfully imported, your assets will appear in the grid below.

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

Excel

Individual asset entry, edits, exporting a copy for your records, and preparing for final submission.

To enter a new asset individually, click the "New" link on the left side of the grid, enter the data and then click on the Update link which appears in place of the "New" link to save.

Editing and deleting assets already entered or imported is done by using a combination of check boxes on the left of the grid and buttons above the grid. By checking the box(es) adjacent to the asset, and then clicking the "Start Edit" button you can edit multiple assets at once. When done editing, click the "Update" button to save or the "Cancel" button to revert back to the old values. Deleting assets is done the same way as editing. Select the check box(es) adjacent to the asset and then click "Delete" to remove from the grid. The "Select All" and "Unselect All" buttons are there so you can easily select all the assets on the current page or unselect.

In order to save a copy of your reported assets, use the export options before final submission.

#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
<div>Grid</div> <div>New No data to display</div>												
											\$0	\$0

[Create Filter](#)

There are two ways to enter assets:
You can either download our formatted spreadsheet to enter your assets,
or you may enter assets individually.

An excel file using Office 2007, or newer, or Open Office

The screenshot shows a web interface for "Asset Reporting". At the top right, it says "Hello 04729" with links for "Edit Profile" and "Logout". The main heading is "Account Number: 04729: Asset Reporting". Below this, a paragraph explains that users can either download a formatted spreadsheet or enter assets individually. It specifies that the upload option requires Excel 2007 or newer, or Open Office. A link "Click here for Instructions and General Information" is provided. Below the text, there is a link "Link to formatted Excel Spreadsheet" (step 1). An arrow points from this link to a "Browse..." button in the "Import Excel Spreadsheet only" section (step 5). Another arrow points from the "Browse..." button to an "Upload" button (step 6). A final arrow points from the "Upload" button back to the "Link to formatted Excel Spreadsheet" (step 6). The numbered list on the right summarizes these steps.

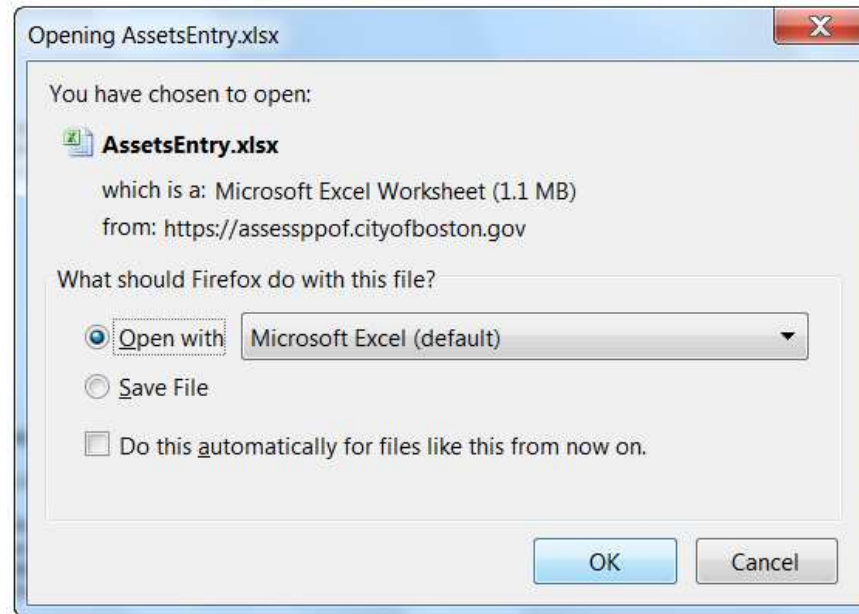
Account Number: 04729:
Asset Reporting

You can either download a formatted spreadsheet to enter your assets, or you may enter assets individually below. If you choose the upload option, Excel 2007, or newer, or Open Office is required. Once your assets have been entered and the spreadsheet saved, you can import it to your return using the following upload. [Click here for Instructions and General Information.](#) Once successfully imported, your assets will appear in the grid below.

[Link to formatted Excel Spreadsheet.](#)

Import Excel Spreadsheet only

1. Click Link to open formatted Excel spreadsheet
2. Save to your computer
3. Enter the data
4. Save
5. Browse
6. Upload



Save to your computer and name as you wish.

Note: After you save the file you may want to log out of the website. If the website is inactive for 15 minutes the website will close automatically but will save all information entered.

A	B	C	D	E	F	G	H	I	J	K	L
	Your Unique Asset ID	Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
		Own, Lease, Leased to Own		50 Character Limit: includes periods, commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1		↑		↑			↑	↑	↑	✓	\$0
2										✓	\$0
3										✓	\$0
4										✓	\$0
5										✓	\$0

Enter as much information regarding the asset as possible.
The required information are the columns which have a sub-header:

1. Own, Lease, Leased to Own
2. Description
3. Quantity
4. Year of Purchase
5. Purchase price

Note: each column is limited to 50 characters.

Below is an example of an error free spreadsheet.

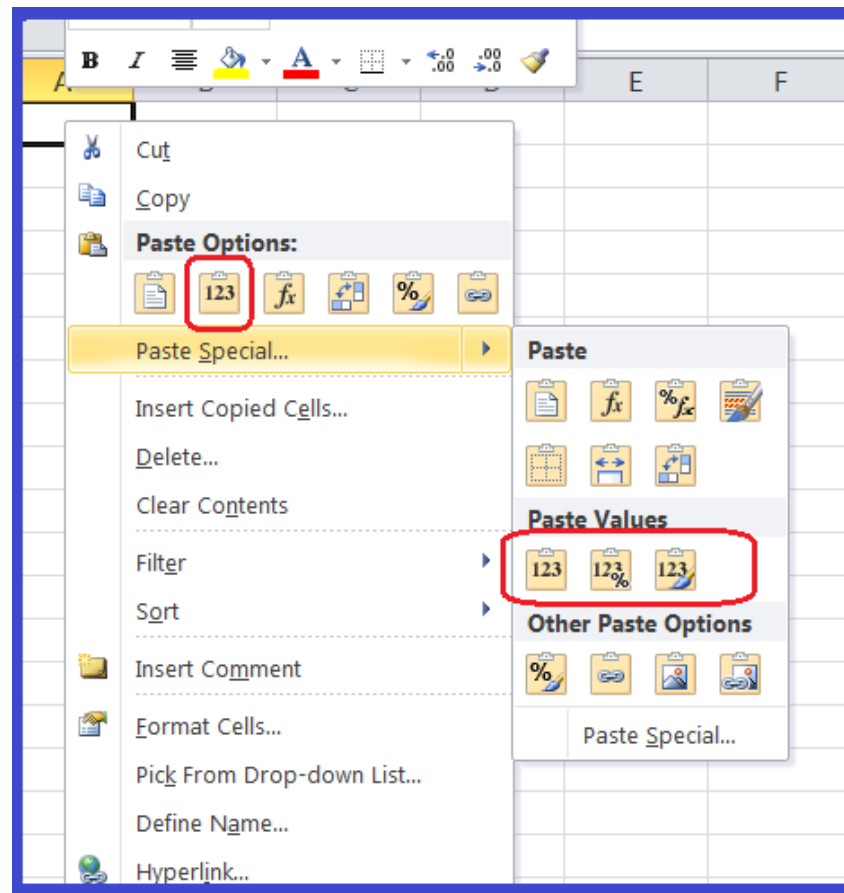
Use whole numbers only: no decimals, commas, formulas, dollar signs, or **negative** numbers.
Use the Formula bar as a guide for each cells entry. Do not skip lines to separate types of assets.

You may enter up to 25,000 asset lines.

Remember: This is a list of current assets **not a reconciliation.**

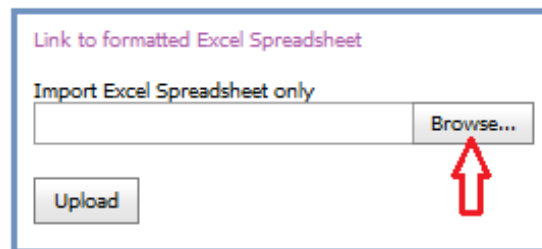
J3		fx		7000							
B		C	D	E	F	G	H	I	J	K	L
Your Unique Asset ID		Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
		Own, Lease , Leased to Own		50 Character Limit: includes periods,commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1:FN-392		own		Furniture & others	FURNITURE		1	2001	\$7,000	\$7,000	
2:OE-111		own		Time stamp	OFFICE EQP		1	2001	\$3,603	\$3,603	
3:FN-388		own		3-workstation 1	FURNITURE		1	2001	\$1,445	\$1,445	
4:FN-389		own		3-workstation 2	FURNITURE		1	2001	\$1,445	\$1,445	
5:FN-390		own		3-workstation 3	FURNITURE		1	2001	\$1,445	\$1,445	
6:CC-117		own		Bridge 4 wire system	COMMUNICATIONS		1	2001	\$8,598	\$8,598	
7:FN-391		own		Artwork-Cannon Beach	FURNITURE		1	2001	\$1,095	\$1,095	
8:FN-551		own		PCS Signage 5	FURNITURE		1	2001	\$1,150	\$1,150	
9:FN-552		own		PCS Signage 6	FURNITURE		1	2001	\$758	\$758	
0:FN-553		own		PCS Signage 7	FURNITURE		1	2002	\$1,150	\$1,150	
1:FN-554		own		PCS Signage 8	FURNITURE		1	2002	\$2,751	\$2,751	
2:FN-393		own		12 chairs 1	FURNITURE		1	2005	\$766	\$766	

If you have the information already in another spreadsheet transfer the information using the paste options below. Any formulas attached will not transfer and you will be able to load the spreadsheet without any issues.



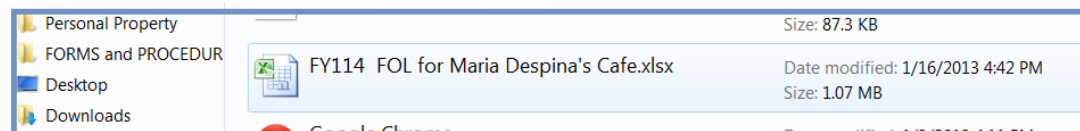
Once all of your information has been entered, save and close the file.

Return to the website, proceed to the third page/screen and Browse



The screenshot shows a web form titled "Link to formatted Excel Spreadsheet". Below the title is a section labeled "Import Excel Spreadsheet only" which contains a text input field and a "Browse..." button. A red arrow points to the "Browse..." button. Below the input field is an "Upload" button.

Upload: find your document...




Account Number: 047295
Asset Reporting

You can either download a formatted spreadsheet or upload your own. An upload of a spreadsheet is required. Once your assets have been entered and successfully imported, your assets will appear on the system.

[Link to formatted Excel Spreadsheet](#)

Import Excel Spreadsheet only

FY114 FOL for Maria Despina's Cafe.xls 

If you accidentally upload the wrong document you can cancel by clicking the red **X**.

Upload

All assets entered now appear in a grid.
Review the entries and edit if necessary.

<div> <div>Start Edit</div> <div>Delete</div> <div>Select All</div> <div>Unselect All</div> <div>Export to XLSX</div> <div>Export to PDF</div> </div>												
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New	<input type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
New	<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
New	<input type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
New	<input type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$63	\$189	\$0
New	<input type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0
New	<input type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
New	<input type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
New	<input type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0
New	<input type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0
New	<input type="checkbox"/>	0	Owned		Sofas		Jordan's Furn	2	2011	\$969	\$1,938	\$0
New	<input type="checkbox"/>	0	Owned		Signage		Signs R Us	1	2012	\$273	\$273	\$0
New	<input type="checkbox"/>	0	Owned		Pc for customers		Best Buy	5	2012	\$481	\$2,405	\$0
New	<input type="checkbox"/>	0	Owned		Music System		Sirius Radio	1	2011	\$436	\$436	\$0
New	<input type="checkbox"/>	0	Owned		Phone system		Cisco	2	2011	\$291	\$582	\$0
New	<input type="checkbox"/>	0	Owned		Alarm System		ADT	1	2011	\$1,349	\$1,349	\$0
New	<input type="checkbox"/>	0	Owned		Other Office furni		Jordan's Furn	1	2010	\$671	\$671	\$0
New	<input type="checkbox"/>	0	Owned		Refrigerator		Amana	1	2009	\$945	\$945	\$0
New	<input type="checkbox"/>	0	Owned		Freezer		Amana	1	2009	\$845	\$845	\$0
New	<input type="checkbox"/>	0	Owned		Washer/dryer		Sears	1	2012	\$837	\$837	\$0
											\$17,530	\$0
<div> <div>Create Filter</div> </div>												
<div>Back</div>												<div>Next</div>

Quantity multiplied by Purchased Price equals total purchase price.



The screenshot shows a table with 12 columns. The first column contains the word 'New' with a checkbox. The next three columns are empty. The fourth column contains the word 'Owned'. The next three columns are empty. The seventh column contains the word 'Phone system'. The eighth column contains the word 'Cisco'. The ninth column contains the number '2'. The tenth column contains the year '2011'. The eleventh column contains the price '\$291'. The twelfth column contains the price '\$582'. The thirteenth column contains the price '\$0'. The table has a total row at the bottom with the values '\$17,530' and '\$0'. A red arrow points from the text 'total purchase' to the '\$582' cell. A green arrow points from the text 'grand total' to the '\$17,530' cell.

New <input type="checkbox"/>		0	Owned		Phone system	Cisco	2	2011	\$291	\$582	\$0
New <input type="checkbox"/>		0	Owned		Alarm System	ADT	1	2011	\$1,349	\$1,349	\$0
New <input type="checkbox"/>		0	Owned		Other Office furni	Jordan's Furn	1	2010	\$671	\$671	\$0
New <input type="checkbox"/>		0	Owned		Refrigerator	Amana	1	2009	\$945	\$945	\$0
New <input type="checkbox"/>		0	Owned		Freezer	Amana	1	2009	\$845	\$845	\$0
New <input type="checkbox"/>		0	Owned		Washer/dryer	Sears	1	2012	\$837	\$837	\$0
										\$17,530	\$0

[Create Filter](#)

Back Next

Also, a grand total of all assets appears.

Using the Grid: for individual asset entry

Individual asset entry, edits, exporting a copy of your records and preparing for submission

Individual asset entry, edits, exporting a copy of your records, and preparing for final submission.

To enter a new asset individually, click the "New" link on the left side of the grid, enter the data and then click on the Update link which appears in place of the "New" link to save.

Editing and deleting assets already entered or imported is done by using a combination of check boxes on the left of the grid and buttons above the grid. By checking the box(es) adjacent to the asset, and then clicking the "Start Edit" button you can edit multiple assets at once. When done editing, click the "Update" button to save or the "Cancel" button to revert back to the old values. Deleting assets is done the same way as editing. Select the check box(es) adjacent to the asset and then click "Delete" to remove from the grid. The "Select All" and "Unselect All" buttons are there so you can easily select all the assets on the current page or unselect.

In order to save a copy of your reported assets, use the export options before final submission.

#		Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New No data to display												
											\$0	\$0
Create Filter												
Back												Next

How to data enter into the grid and edit from the excel file.

The screenshot shows a data entry interface. At the top, there is a toolbar with buttons: 'Start Edit', 'Delete', 'Select All', 'Unselect All', 'Export to XLSX', and 'Export to PDF'. Below the toolbar is a table with the following columns: '#', '#', 'Your Unique Asset ID', 'Owned, Lease or Leased to Own', 'Lessor Name Address, phone, email if available', 'Description with Number of Units', 'Nature of Use', 'Make/Model', 'Quantity', 'Year of Purchase YYYY', 'Purchase Price Whole Number Only', 'Total Purchase Price Qty x Price', and 'Estimated Market Value Whole Number Only'. A red box highlights the 'Export to XLSX' and 'Export to PDF' buttons. Below the table, there is a 'New' button with the text 'No data to display' underneath it. A red arrow points from the 'New' button to a smaller version of the table below. This smaller table has columns: 'email if', 'Description with Number of Units', 'Nature of Use', 'Make/Model', and 'Quantity'. Below this smaller table, there is another 'New' button with the text 'No data to display' underneath it. At the bottom of the image, there is a text prompt 'Click New'.

#	#	Your Unique Asset ID	Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New No data to display												

[Export to PDF](#)

email if	Description with Number of Units	Nature of Use	Make/Model	Quantity
New No data to display				

Click [New](#)

Data entry of assets are one at time, left to right.

Start Edit Delete Select All Unselect All Export to XLSX Export to PDF												
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
Update	Cancel											

When the first line is complete click **Update**.

To add more assets choose the **New** link which will appear in the far left column.

Start Edit Delete Select All Unselect All			
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own
New	<input type="checkbox"/>		0 Owned
New	<input type="checkbox"/>		0 Owned
New	<input type="checkbox"/>		0 Owned

Many assets do not need a ***Nature of Use*** description:

Chairs – sitting

Lamps – lighting

Computers – computing

However, some companies specialize in varied technologies so a ***Nature of Use*** description may be necessary such as the entry in red below.

Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
Tables		Ikea	5	2010	\$85	\$425	\$0
Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
Cabinets		Target	3	2009	\$63	\$189	\$0
<i>flux capacitor</i>	<i>time machine</i>	<i>DeLorean 1985</i>	1	2009	<i>\$1,999,999</i>	<i>\$1,999,999</i>	\$0
Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
POS cash Reg		IBM	1	2009	\$500	\$500	\$0

Editing Assets

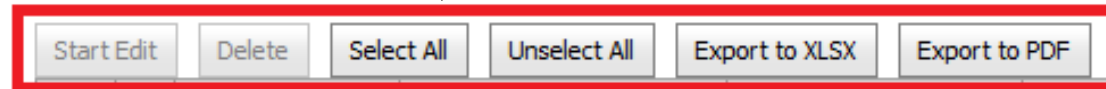
Once all of your assets have been entered, they appear in a grid.
Review for accuracy and completeness

Start Edit Delete Select All Unselect All Export to XLSX Export to PDF												
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New	<input type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
New	<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
New	<input type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
New	<input type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$63	\$189	\$0
New	<input type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0
New	<input type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
New	<input type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
New	<input type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0
New	<input type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0
New	<input type="checkbox"/>	0	Owned		Sofas		Jordan's Furn	2	2011	\$969	\$1,938	\$0
New	<input type="checkbox"/>	0	Owned		Signage		Signs R Us	1	2012	\$273	\$273	\$0
New	<input type="checkbox"/>	0	Owned		Pc for customers		Best Buy	5	2012	\$481	\$2,405	\$0
											\$17,530	\$0
Create Filter												
Back												Next

The image on this page and subsequent pages hereafter has been altered and is presented for educational purposes only.
For example, the total is incorrect.

You may edit up to fifty assets at a time:

Select All ...



Start Edit		Delete	Select All	Unselect All	Export to XLSX	Export to PDF							
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only	
New	<input type="checkbox"/>		0 Owned		Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0	
New	<input type="checkbox"/>		0 Owned		Tables		Ikea	5	2010	\$85	\$425	\$0	
New	<input type="checkbox"/>		0 Owned		Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0	
New	<input type="checkbox"/>		0 Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0	
New	<input type="checkbox"/>		0 Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0	
New	<input type="checkbox"/>		0 Owned		Cabinets		Target	3	2009	\$63	\$189	\$0	
New	<input type="checkbox"/>		0 Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0	
New	<input type="checkbox"/>		0 Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0	
New	<input type="checkbox"/>		0 Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0	
New	<input type="checkbox"/>		0 Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0	
New	<input type="checkbox"/>		0 Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0	
New	<input type="checkbox"/>		0 Owned		Sofas		Jordan's Furn	2	2011	\$969	\$1,938	\$0	
New	<input type="checkbox"/>		0 Owned		Signage		Signs R Us	1	2012	\$273	\$273	\$0	
New	<input type="checkbox"/>		0 Owned		Pc for customers		Best Buy	5	2012	\$481	\$2,405	\$0	
											\$17,530	\$0	
Create Filter													
Back													Next

... All buttons are active, click **Start Edit**

Start Edit		Delete	Select All	Unselect All	Export to XLSX	Export to PDF							
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only	
New	<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	\$38	\$836	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	\$49	\$392	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$75	\$225	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0	
New	<input checked="" type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0	

Note: when assets were selected the **Start Edit** and **Delete** buttons became available.

Edit Mode:

You may either tab through or use your mouse to edit any information .

#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	38.00000	836	0
<input checked="" type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	85.00000	425	0
<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	49.00000	392	0
<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	175.00000	350	0
<input checked="" type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	225.00000	900	0
<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	75.00000	225	0
<input checked="" type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	250.00000	500	0
<input checked="" type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	1000.00000	1000	0
<input checked="" type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	800.00000	800	0
<input checked="" type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	500.00000	500	0

Start Edit	
#	#
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>
New	<input type="checkbox"/>

You can also choose one line at a time by clicking selected boxes per asset.

The **Start Edit** button has now changed to **Update**

<div> <div>Update</div> <div>Cancel</div> <div>Select All</div> <div>Unselect All</div> <div>Export to XLSX</div> <div>Export to PDF</div> </div>											
#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
<input checked="" type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	22	2010	38	836	0
<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
<input checked="" type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	8	2010	49	392	0
<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
<input checked="" type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	75	225	0

When all changes have been made, click **Update**.

Filtering Assets

If you need to find one asset out of many, you may filter the grid area to locate the asset. Click **Create Filter**.

Start Edit

Delete

Select All

Unselect All

Export to XLSX

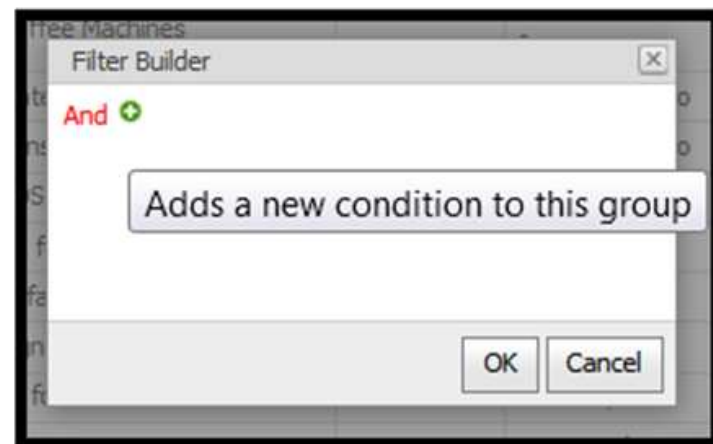
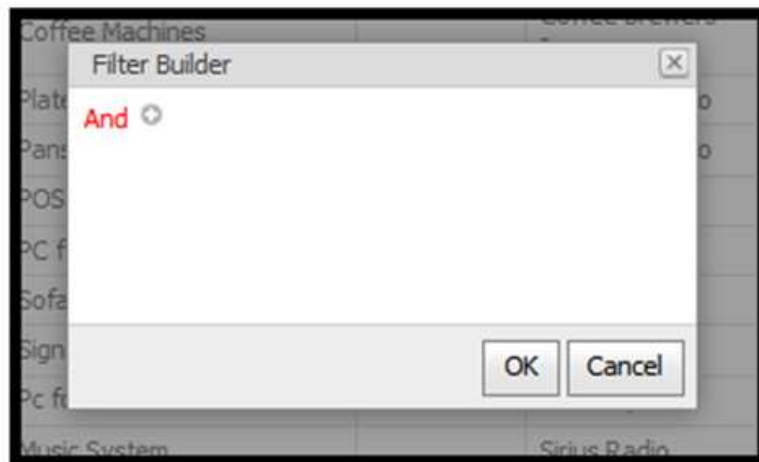
Export to PDF

#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase YYYY	Purchase Price Whole Number Only	Total Purchase Price Qty x Price	Estimated Market Value Whole Number Only
New	<input type="checkbox"/>	0	Owned		Chairs	Sitting	Ikea	20	2010	\$35	\$700	\$0
New	<input type="checkbox"/>	0	Owned		Tables		Ikea	5	2010	\$85	\$425	\$0
New	<input type="checkbox"/>	0	Owned		Lamps	Lighting	Ikea	7	2010	\$55	\$385	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	2	2011	\$175	\$350	\$0
New	<input type="checkbox"/>	0	Owned		Pictures - Art work		Boston Interiors	4	2011	\$225	\$900	\$0
New	<input type="checkbox"/>	0	Owned		Cabinets		Target	3	2009	\$63	\$189	\$0
New	<input type="checkbox"/>	0	Owned		Coffee Machines		Coffee Brewers Inc	2	2009	\$250	\$500	\$0
New	<input type="checkbox"/>	0	Owned		Plates, cups silverware		Rest Supply Co	1	2009	\$1,000	\$1,000	\$0
New	<input type="checkbox"/>	0	Owned		Pans, Pots, etc		Rest Supply Co	1	2009	\$800	\$800	\$0
New	<input type="checkbox"/>	0	Owned		POS cash Reg		IBM	1	2009	\$500	\$500	\$0
New	<input type="checkbox"/>	0	Owned		PC for office		Apple	1	2009	\$1,500	\$1,500	\$0
New	<input type="checkbox"/>	0	Owned		Sofas		Jordan's Furn	2	2011	\$969	\$1,938	\$0
New	<input type="checkbox"/>	0	Owned		Signage		Signs R Us	1	2012	\$273	\$273	\$0
New	<input type="checkbox"/>	0	Owned		Pc for customers		Best Buy	5	2012	\$481	\$2,405	\$0
											\$17,530	\$0
<div>Create Filter</div>												

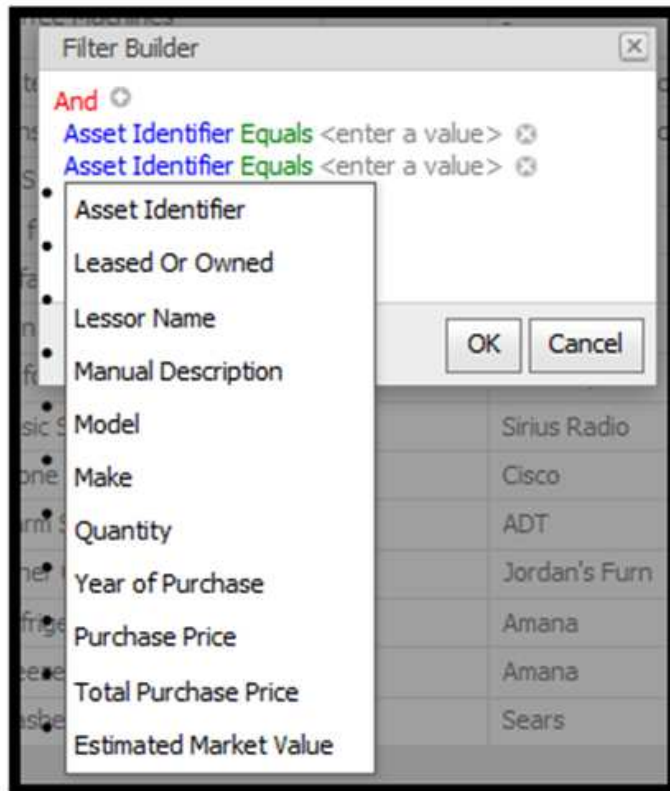
Back

Next

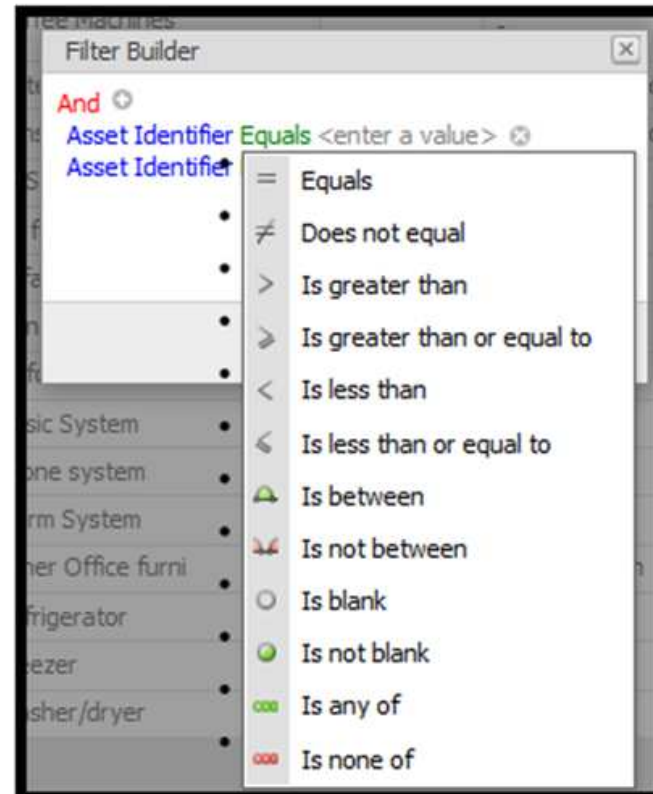
Query



Choose the column header



Enter the item of your search



Saving a copy of your list of Assets

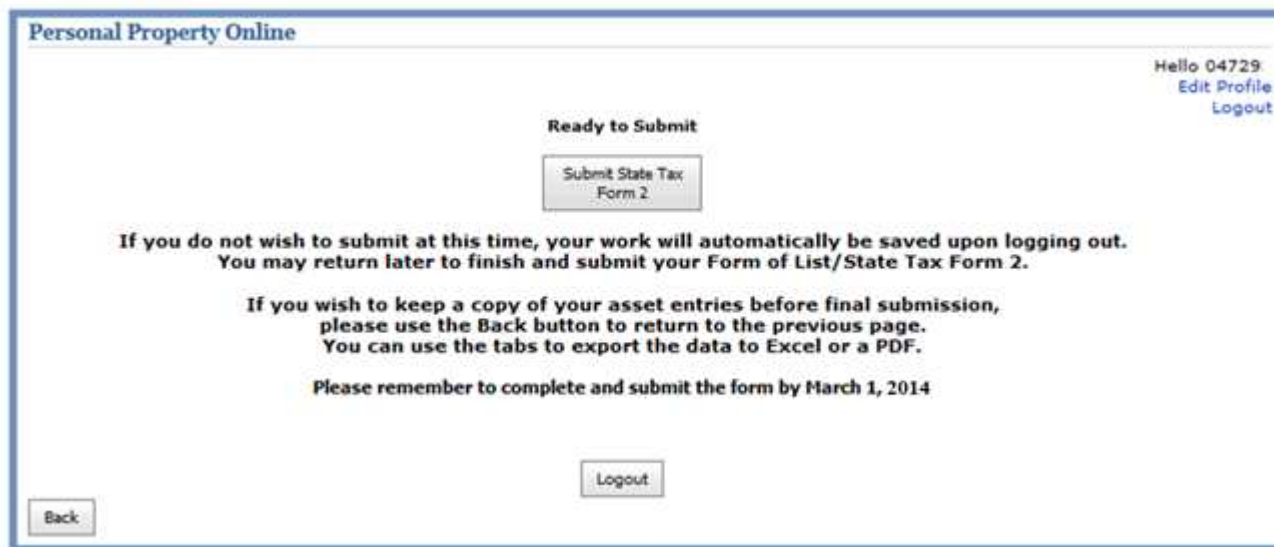
In order to save a copy of your reported assets, use the export options before final submission.

Start Edit	Delete	Select All	Unselect All	Export to XLSX	Export to PDF	
#	#	Your Unique Asset ID	Owned, Lease or Leased to Own Owned, Lease or Leased to Own	Lessor Name Address, phone, email if available	Description with Number of Units	Nature Use


At this time using the Excel program provides a better presentation of the assets.

When all information is complete, proceed
to the fourth and final screen/page

Submission



The screenshot shows a web interface titled "Personal Property Online". In the top right corner, it says "Hello 04729" with links for "Edit Profile" and "Logout". The main heading is "Ready to Submit". Below this is a button labeled "Submit State Tax Form 2". A paragraph of text states: "If you do not wish to submit at this time, your work will automatically be saved upon logging out. You may return later to finish and submit your Form of List/State Tax Form 2." Another paragraph says: "If you wish to keep a copy of your asset entries before final submission, please use the Back button to return to the previous page. You can use the tabs to export the data to Excel or a PDF." A third paragraph reminds the user: "Please remember to complete and submit the form by March 1, 2014". At the bottom, there are two buttons: "Back" on the left and "Logout" on the right.



A button labeled "Submit State Tax Form 2" is shown. A black arrow points from the text below to this button.

Once you click the **Submit State Tax Form 2** you have officially filed. You will receive an email with a confirmation number for your submission.

Filing an Amended Return

Note:

Re-entering your account does not automatically initiate an amended return.

If you wish to file an amended return, you may do so, but you must complete all the steps and SUBMIT as you did in the original return.

Personal Property Online

Hello 08853
[Edit Profile](#)
[Logout](#)

The Fiscal Year 2015 Personal Property Return has
been submitted

You will be contacted prior to the Fiscal Year 2016 filing period
with filing instructions

Amended Returns

If you wish to file an amended Fiscal Year 2015 return by the March 01 deadline, or if an extension was granted, by the extension deadline date, you may do so. The information contained therein will be reflected in your final assessed value.

If you wish to file an amended return after March 01 you may do so, but please be advised that your submission does not guarantee acceptance and the information contained therein may not be reflected in your final assessed value.

By allowing you to submit an amended return the City is in no way agreeing to extend the statutory March 1 deadline. Decisions to extend the March 01 deadline are made on a case by case basis, for cause shown, in accordance with M.G.L. c. 59 § 29.

If you wish to proceed with filing a late return, please click the button below:

[File an Amended Return](#)

If you have any questions or concerns, please contact
the City of Boston Personal Property unit at:

(617) 635-1165

or by e-mail at

personalproperty@cityofboston.gov